

Engineering Design Notebook

Good engineer/project managers schedule their projects, document the projects milestones, and document the design process. Your team is required to keep an "Engineering Design Notebook" for each challenge that your team enters. This will help you to organize your project and help the judges to assess the overall project. At the bare minimum, this notebook should identify the essential information about your project. Preferably, the notebook should also record the significant evolutionary changes in your design.

For maximum points on this part of the challenge the final contents of the Engineering Design Notebook must include:

- Any handouts given as part of this project.
- Team members names' as well as their role on the team.
- Notes that document what happened in team meetings.
- Either a Gantt Chart or PERT Chart that shows the project schedule as well as team work assignments.
- Time and date of each entry.
- All sketches of your project.
- An updated set of drawings showing final dimensions and critical tolerances. These may be either hand sketches or in CAD depending on the assignment.
- Notes on feedback from design reviews.
- Any calculations relevant to the design of your project.
- A copy of the program, if applicable, used to control your system.
- Sketches or descriptions that help to describe the thought process behind the evolutionary changes in your project.
- Any marketing materials related to your project if it were to be commercialized.
- A final description of your project. You should note any significant changes from your original concept, and why those changes were necessary. You should discuss both the positive and negative aspects of your design, and how well it met your original objectives.
- Document everything!

Notebook Assessment Rubric

Name on the notebook	10 pts
Notebook neat	10 pts
Documentation of scheduling	20 pts
Sketch/Drawings complete	30 pts
All appropriate notes complete	20 pts
Notebook in chronological order	10 pts

NAME

DATE